

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

Legal Notice

CSO Solicitation No. 2220

Request for Letters of Interest

Task Order Public Transportation Support Services

The Connecticut Department of Transportation

The Connecticut Department of Transportation (Department) is seeking to engage three (3) consultant firms to provide task based services to support the Department's Bureau of Public Transportation. The selected firms will assist the Department with various Public Transportation assignments in Rail, Bus, Maritime, Paratransit and other disciplines within the Bureau, as required. The firms will provide technical expertise and resources for a variety of tasks including, but not limited to, preparing studies, analyses, reports, plans, and project/program schedules; conducting investigations; and performing design and inspection services. It is anticipated services will be provided in the following technical areas, though additional areas may be required as needs arise during the contract:

- Property Management Support Services (Rail/Bus)
- Development of Requests for Proposals for Rail/Bus/Paratransit Service Operations
- Marketing and Advertising for Rail/Bus/Paratransit/Ferry Service Operations
- Development and Implementation of Asset Management Plans
- Development and Implementation of Safety Plans
- Transit Oriented Development
- Infrastructure and Facility Design for Rail/Bus/Ports
- Rolling Stock Procurement
- Facilities Analysis
- Environmental Analysis
- Taxi, Livery and Bus Regulation
- Federal Funding Analysis
- Capital Program Development

Each contract will be limited to three years, with the stipulation that any assignments initiated during the term of the contract will be allowed to continue through completion. No new tasks will be assigned after three years from the start of the contract. Up to one-hundred (100) assignments may be required of each firm.

Please be advised that the selected firm will be required to maintain a suitably furnished office in Connecticut where the work will be accomplished for the duration of the assignment.

If your firm would like to be considered to perform these services, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of six (6) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at <http://www.ct.gov/dot/cwp/view.asp?a=1527&q=500732>) Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on July 28, 2014.

Included in the submittal must be the following: A brief narrative summarizing your firms current on-call workload; A brief description of your proposed staff and their qualifications, discipline experience, and availability; Project experience which demonstrates your expertise in 1) Preparation of reports, studies, and analysis related to Public Transportation, 2) Knowledge of state and federal laws pertaining to transportation initiatives, 3) Development and implementation of Public Transportation service plans, 4) knowledge of infrastructure and facility design processes 5) Public outreach and 6) Familiarity with CTDOT policies and procedures.

You are advised that a disadvantaged business enterprise (DBE) goal applies to this project. The goal will be no less than 5 percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the Department. If the prime consultant is a Connecticut certified DBE firm, they will satisfy the DBE requirement provided their percentage of work performed meets the assigned goal. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing assignments will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All letters of interest shall be mailed to:

Mr. David Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than 3:00 P.M. on July 28, 2014. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.

Connecticut Department of Transportation
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